



DISTRICT ADMINISTRATOR

STARTING SALARY: \$76,000 - \$95,000, DEPENDING ON QUALIFICATIONS

The mission of the Sauk River Watershed District (SRWD) is to apply our unique abilities and authorities in ways that protect and enhance our watershed's waters and natural resources for today and tomorrow. To ensure that the mission continues to progress, the District Administrator provides leadership in the daily operation of the SRWD that is consistent with the goals, objectives and policies of the Board of Managers and the responsibilities highlighted in the comprehensive water management plan. These responsibilities are divided and handled by several distinct departments that include administration, education, monitoring, regulatory and project/program development and implementation. Besides a water quality mission, the SRWD is the acting drainage authority over approximately 90 miles of public drainage systems in Pope and Stearns Counties.

WHY WORK FOR THE SAUK RIVER WATERSHED DISTRICT

The SRWD is a specialized, local unit of government, established in July 1986, and is responsible for protecting and enhancing the water resources of the Sauk River Watershed. The SRWD encompasses 1,041 square miles of diverse landscape (agricultural in the western portion and highly urbanized area in the east) which drains into the Sauk River and subsequently the Mississippi River in St. Cloud. The SRWD is finalizing a comprehensive planning effort that paves the way for the next 10 years of activities. In October of 2020, the SRWD moved into a new district office in Sauk Centre, MN.

The SRWD offers competitive compensation, excellent benefits, professional development and a collaborative work environment. Our benefits include:

- 100% Employee Health Insurance
- Paid life insurance
- Short and Long Term Disability
- PERA retirement plan
- 10 paid holidays
- Accrual of 10 vacation days/year
- Accrual of 10 sick days/year
- 1 personal holiday

QUALIFICATIONS

Bachelor's degree in business administration, public administration, finance or related field. Master's Degree in one of the above fields preferred. Minimum of five years public sector professional experience if no Bachelor's degree; four years of public sector professional experience if in combination with a Bachelor's degree; two years of public sector professional experience if in combination with a Master's degree. Prior experience in a natural resources or watershed management field preferred.

A successful candidate must demonstrate basic watershed management and/or natural resource knowledge. They should also have experience in program, budget and/or personnel management, and experience in a supervisory/managerial role.

RESUMES ARE DUE OCTOBER 22, 2021

Interested candidates should apply by sending a cover letter, resume and three professional references to: SRWD Board of Managers, 642 Lincoln Road, Sauk Centre, MN 56378 or via email to: srwd@srwdmn.org, subject line: District Administrator. Full job description is available online at www.srwdmn.org or by emailing srwd@srwdmn.org.

Interviews are tentatively scheduled to be conducted the week of November 8, 2021.

The Sauk River Watershed District is an Equal Opportunity Employer



**SAUK RIVER WATERSHED DISTRICT
POSITION DESCRIPTION**

JOB CLASSIFICATION: District Administrator

POSITION TITLE: District Administrator

REPORTS TO: Board of Managers

POSITION OBJECTIVE:

Provide leadership for overall planning, direction, coordination, and operation for the Sauk River Watershed District (SRWD) to protect and enhance its watershed resources consistent with the goals, objectives and policies approved by the Board of Managers. The position is charged with the administration and enforcement of the SRWD's comprehensive plan, rules and regulations, and management programs. The position supervises, manages, and is responsible for the affairs and activities for the SRWD's staff and consultants. The position fosters working relationships with watershed partners and stakeholders to implement District comprehensive plan goals and objectives.

MAJOR/ESSENTIAL FUNCTIONS: The District Administrator will

1. Provide public service and interact in a respectful and professional manner. Direct the administration of the SRWD as provided by the Board of Managers. Provide the hands on, day-to-day oversight and supervision of all of the activities of the various departments and staff, and communicate all directives from the Board of Managers to the District staff. Coordinate and provide oversight for District program coordinators and all related activities authorized by the Board of Managers. Work with the District's Attorney, the District's Engineer and other District consultants to provide efficient, cooperative, and informative decisions relating to the SRWD. Report to the Board of Managers on all District activities undertaken by the District Administrator. Encourage staff to coordinate District activities with project partners.
2. Provide for clear understanding of work responsibilities and job descriptions for all employees. Supervise and evaluate the performance of all employees. Make recommendations to the Board of Managers relating to employment of District staff, wages, benefit programs, hours, and employee issues. Maintain an orderly and functional District office and prepare, recommend and implement general office policies and procedures. Provide for maintenance of all personnel records. Prepare, recommend and implement personnel policies and procedures as provided by the District Personnel Handbook. Conduct performance appraisals for all District employees as set forth in the Personnel Policies.
3. Work with the District's attorney to review and prepare all legally binding documents. Provide notifications of District activities as required by State Statute.
4. Approve and sign all fiscal documents as per the District policy. Work with the Budget Committee to review, prepare, and recommend an annual budget for consideration by the Board of Managers. Prepare long-term fiscal management plan and update progress monthly to the Board.
5. Attend and participate in Board of Managers meetings. Prepare reports, summaries, documentation, and/or other data regarding projects, improvements, planning concerns and issues, and other matters relating to local improvements and District projects as may be required for the Board of Managers to study and take further action. Provide staff support for all documents distributed in the board packet (agenda, information packets, appropriations, coordination of contract staff, etc.). Review and

recommend corrections before distributing to Board of Managers. Provide annual report of District activities to project partners (lake associations, County Soil & Water Conservation Districts, etc.) and oversight agencies (County Commissioners, Department of Natural Resources, Board of Water & Soil Resources, etc.). Coordinate and facilitate Citizen Advisory Committee (CAC) meetings and Technical Advisory Committee (TAC) meetings.

6. Promote a positive working relationship with local, state and federal agencies/representatives and serve as a liaison for the SRWD to the state and federal government elected and appointed officials and between the District and other governmental entities and organizations. Promote and develop public relations with District project partners. Maintain the distinction between private and public data as defined by all laws of the State of Minnesota as well as all federal laws and regulations including, but not limited to the Data Privacy Act. Coordinate and provide information to the Board of Managers in order to effectively administer District affairs and to keep the Board of Managers informed of issues and concerns relating to the administration of the District's government. Provide information and input regarding the recommendation of policies and procedures that will further the goals of the Board of Managers and that will improve the day to day administration of the SRWD as well as improve the effectiveness of the District government. Approve public relations materials and informative news releases according to the District Public Relations Policy.
7. Perform other related duties and responsibilities as required of the District Administrator as established by ordinances or resolutions adopted by the Board of Managers, delegated by the Board of Managers apparent as being under the purview of this position.

MINIMUM QUALIFICATIONS:

Bachelor's degree in business administration, public administration, finance or related field. Master's Degree in one of the above fields preferred. Minimum of five years public sector administrative experience if no Bachelor's degree; four years of public sector professional experience if in combination with a Bachelor's degree; two years of public sector professional experience if in combination with a Master's degree. Prior experience in a natural resources field preferred

KNOWLEDGE, SKILLS AND ABILITIES:

1. Broad knowledge of Minnesota Statutes 103D and 103E.
2. Broad experience in program management, budget management, and personnel management.
3. Strong knowledge of supervisory and management practices and techniques.
4. Excellent ability to communicate effectively, both verbally and in writing.
5. Excellent public speaking and presentation skills.
6. Thorough knowledge of modern principles and practices of public management and administration.
7. Thorough knowledge of data privacy and open meeting law requirements.
8. General knowledge of human resources principles and benefits administration.
9. Ability to develop and initiate plans and procedures.
10. Ability to organize and direct large and varied programs and departments of the District.
11. Ability to research and analyze data, determine alternatives and make recommendations.
12. Ability to prepare accurate and thorough reports and maintain accurate and up-to date records.
13. Ability to work independently and plan, organize and prioritize projects.
14. Capable of functioning at a high level of professional ethics with the ability to promote an ethical work place and ensure all policies and protocols are followed by District staff.
15. Ability to analyze situations and determine appropriate actions and to respond appropriately.
16. Ability to attend training and professional meetings to maintain and enhance current knowledge base.

17. Ability to deal with public and District personnel in a professional and courteous manner.
18. Availability to attend all Board of Managers meetings and provide written and verbal reports on District activities.
19. Knowledge of appropriate office equipment and software programs, including Microsoft Office.
20. Must have a valid Minnesota driver's license and have a vehicle available for periodic business use on a mileage reimbursement basis. The vehicle must have insurance approved by the District and meets the requirements of the State of Minnesota.

SUPERVISORY RESPONSIBILITIES:

This position provides supervision over all the employees of the Sauk River Watershed District.

RESPONSIBILITY FOR PUBLIC CONTACT:

This position requires a high level of public contact requiring tact, courtesy and good judgment.

PHYSICAL AND MENTAL DEMANDS:

Position requires extended periods of sitting and some periods of repetitive action operating computer equipment. Position involves occasional lifting up to 70lbs. Position requires mental stamina and endurance to deal with a fast-paced, high-stress environment. Position requires adapting and handling extremely complex analysis in a focused time frame. Position requires completing tasks, meeting deadlines and working accurately despite constant interruptions. Position requires multi-tasking and organizing and setting work priorities while remaining flexible and patient. Position requires changing priorities and scheduling as needed to meet work demands and react to emergency need for information. Position often deals with interpersonal conflicts or resident/business owner situations requiring the need to diffuse or resolve situations to a satisfactory outcome for all.

WORKING CONDITIONS:

Normal shift, eight hour days, 5 days a week. The majority of work is performed under normal office conditions. Position requires travel for site visits and meetings to various locations within the District, occasionally outside normal, operating hours. Occasional exposure to outdoor temperature extremes during site visits.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

BOARD OF MANAGERS APPROVAL

President, Board of Managers

Date